

American India Foundation(AIF) - Program Associate- William J Clinton Fellowship for Service in India

Position: Program Associate- William J Clinton Fellowship for Service in India

Program: William J Clinton Fellowship for Service in India

Reporting: Program Manager

Location: Gurgaon

Background:

The American India Foundation is committed to improving the lives of India's underprivileged, with a special focus on women, children, and youth. AIF does this through high impact interventions in education, health, and livelihoods, because poverty is multidimensional. AIF's unique value proposition is its broad engagement between communities, civil society, and expertise, thereby building a lasting bridge between the United States and India. With offices in New York and California, twelve chapters across the U.S., and India operations headquartered in Delhi NCR, AIF has impacted **6.7 million** lives across **26 states** of India. Learn more at www.AIF.org

About Program:

AIF Fellowship for Service in India builds the next generation of service leadership committed to lasting change for underprivileged communities across India, while strengthening the civil sector landscape to be more efficient and effective. Learn more at <https://aif.org/fellowship/>

Roles & Responsibilities:

Logistics and HR (60%)

- Provide assistance and support to Senior Program Manager and Program Officer in coordinating orientation, midpoint, and endpoint training sessions. Providing coordination support with thematic conferences, and exposure visits.
- Assist in the selection process by helping to arrange and schedule interviews of the Fellows within India. Assist in the interview process by managing timing and scheduling, managing the registration of candidates, managing the interview panel, and partaking in the screening process
- Manage HR documentation processes. This includes when Fellows join the Fellowship, managing their leave, travel and reimbursements during the course of the Fellowship, and handling their clearance processes upon completion.
- Liaison with Finance and Communications departments for reimbursements, program budget management, program's social media needs and publication materials.
- Process travel and financial requests for Fellows as and when required.
- Providing travel and financial logistics for the Senior Program Manager and Program Officer in relation to site visits, interview of candidates, and recruitment visits

Communications and Public Relations (20%)

- Participation in recruitment process by publicizing the fellowship in India to relevant stakeholders.

Creating a database of potential universities/colleges/professional institutions where the program could be marketed. Communicate by email with prospective candidates, and partner organizations. Giving presentations at institutions, universities, professional groups and handling generic queries related to the program

-Support Program Manager in the USA with engaging Indian Alumni and in managing the program budget between India and the USA

-Provide written assistance to the Senior Program Manager and Program Officer in internal program assessments, as well as program documentation.

-Support social media engagement with applicants and assist in working with current fellows, alumni to boost the program's social media presence as required

-Support communication with host organizations throughout the Fellowship year.

Other Program Areas (20%)

-Daily support to the Senior Program Manager and Program Officer in all areas, including assistance in fellow management and mentoring and other program administration needs.

-Any other work that is delegated by the Senior Program Manager, Program Manager, and Program Officer.

Key skills and competencies:

- Detailed-oriented in arranging events and travel
- Ability to work under pressure and manage tight deadlines with least supervision
- Excellent team player with a commitment to team building
- Good communication and documentation skill
- Advanced level MS Excel skills including pivot tables, ease of working with spreadsheets, databases, and budget related financial information etc.
- Excellent data management and good presentation skills are essential
- Affinity for technology and willingness to learn about the diverse technical needs of the program
- Knack for design is preferred
- Bachelors degree in relevant field with minimum 2 years of experience arranging logistics and travel
- Good inter-personal skills to build bridges across functions and within team.

Reporting: The position will directly report to Program Sr. Manager

Other: Salary shall be commensurate with experience.

Position Availability: Immediately

Application Process: To apply for this position, send your CV for this role to indiarecruitments@aif.org with subject line "**Program Associate- Clinton Fellowship Program**"

Deadline for applications: 1st February, 2021.

Only applications of shortlisted candidates will be acknowledged.